

Louisiana  
Office  
of  
Student  
Financial  
Assistance

# WELCOME

2015-16 LOSFA FIELD OUTREACH SERVICES (LFOS)

INTRODUCTION  
LOSFA EXECUTIVE DIRECTOR  
Sujuan W. Boutté, Ed.D.

# AGENDA

- Introductions
- The Why and What
- Standard Initiatives
- Special Initiatives
- The Pre- Approval Process
- In the Near Future
- Resources

# ON THE AIR

- Dr. Tireka Cobb, director of field outreach services
- Kendra Williams, executive assistant
- Khristopher Hobbs, program coordinator
- Timenee Thomas, program coordinator
- Kyleigh Quiroga, program coordinator
- Charlie Lewis, evaluation coordinator/program coordinator
- Sabrina Johnson, coordinator

# PROGRAM COORDINATORS

Staff	Email Address	Office Phone	District Assignments
Timenee Thomas	timenee.thomas@la.gov	225 219-9409	Caddo, Grambling, Madison, Monroe City, Morehouse, Ouachita, Richland, Webster
Charlie Lewis	charlie.lewis@la.gov	225 219-2050	Avoyelles, EBR, Evangeline, Iberia, Pointe Coupee, St. John the Baptist, Jefferson, Southern University, Tangipahoa, Vermilion
Kyleigh Quiroga	kyleigh.quiroga@la.gov	225-219-7585	Allen, Natchitoches, Rapides, Red River, Sabine
Khristopher Hobbs	khristopher.hobbs@la.gov	225 219-9372	Algiers Charter, Ascension, Assumption, East Feliciana, Iberville, Inspire NOLA, Jefferson, Orleans ReNew, St. Helena, St. John the Baptist, Tangipahoa, Terrebonne

For a complete list of LFOS contacts, see Appendix 1 in the 2015-16 LFOS OSSC Manual.

# WHAT IS LFOS?

- **LOSFA Field Outreach Services (LFOS)** Division is a college access and readiness initiative within the Louisiana Office of Student Financial Assistance (LOSFA). During the academic year 2015-16, LFOS will continue to offer support services to assist with school reform initiatives and promote postsecondary awareness.
- There are three levels of outreach services LOSFA provides to schools, which are **intensive**, **concentrated**, and **statewide** as indicated below. Depending on the level of services each school is provided, standard and special initiatives are implemented.



# INTENSIVE SERVICE SCHOOLS (ISS)

- **Intensive Services Schools (ISS):** These schools receive financial and programmatic support from LOSFA in an effort to collaboratively address school reform needs, building a college-going culture. An intensive service school generally has significant deficiencies in performance and documentation as a school with unsatisfactory performance ratings, lacking certain criteria set by a governing board (Board of Education). **LOSFA will support 41 intensive service schools during AY 15-16.**



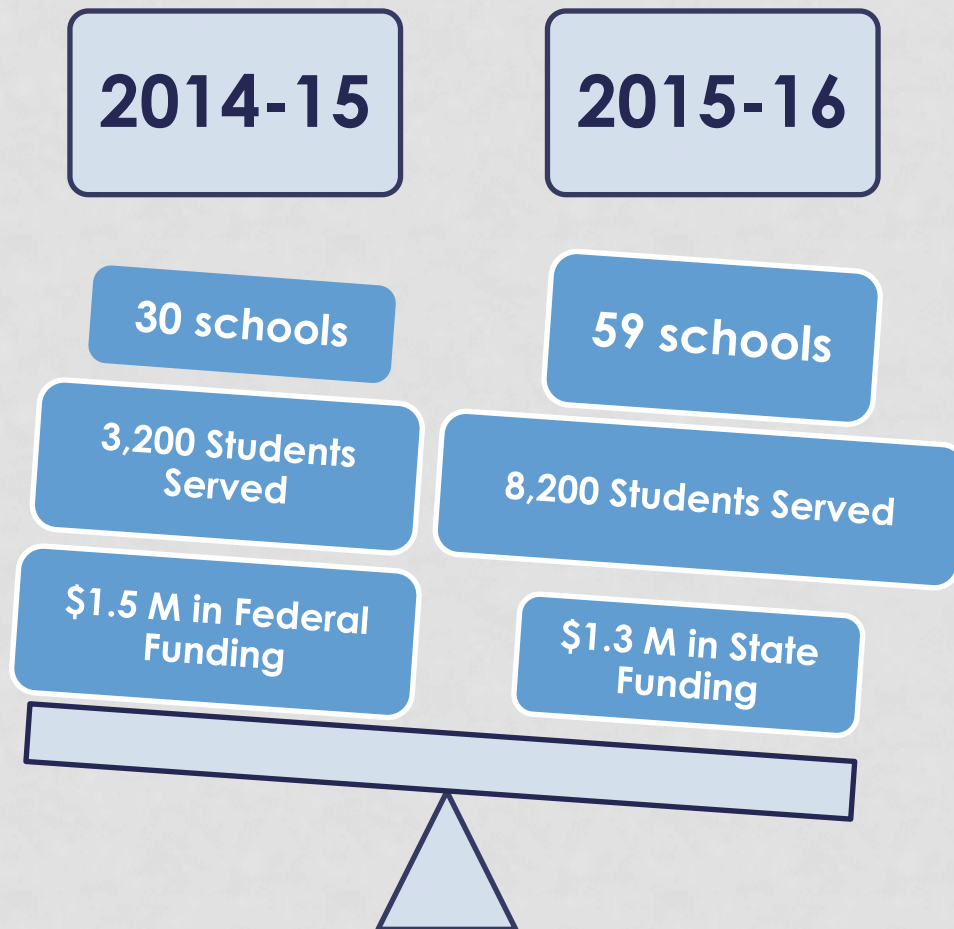
# CONCENTRATED SERVICES SCHOOLS (CSS)

- **Concentrated Services Schools (CSS):** These schools receive programmatic support from LOSFA in an effort to collaboratively build a college-going culture, but in some cases can receive financial support as indicated by the level of poverty. A concentrated service school may have some deficiencies that may not be in performance, but the school may have some documentation to demonstrate that minor assistance is warranted. **LOSFA will support 18 concentrated service schools during AY 15-16.**

# STATEWIDE SERVICES SCHOOL (SSS)

- **Statewide Services Schools (SSS):** These are all Louisiana high schools that are neither Intensive nor Concentrated services schools. These schools may request LOSFA speakers to conduct a wide-range of in-school seminars for students and parents including General Financial Aid, FAFSA, Louisiana State Scholarship and Grant programs, the START 529 College Saving program and Financial Literacy.

# 2014-15 AND 2015-16 PROGRAM DESIGN COMPARISON



In 2015-16, after the loss of GEAR UP funding, LOSFA restructured to provide services with state funding to **5,000 MORE** students with \$200,000 **less** funding.

## Challenges

- Reduced resources
- Low student participation in college access initiatives
- Senior slump

## Opportunities

- Build and sustain program momentum with another cycle of funding in mind
- Exert a final push toward college and career awareness including: student achievement, TOPS attainment, and college enrollment

# MATCH & FIT

- Match refers to a college or university's *academic* suitability for a student.
- Fit expands to include academic, financial, personal, and social needs.
- Tools → Unlock My Future (Coming Soon)  
Louisiana Connect  
ACT Profile

# MATCH & FIT CON'T



- Determine College Match & Fit
  - ✓ **Aptitude, Skills, Interest Match:** Think about interests and activities that you enjoy. What career or major is related to what you are best at?
  - ✓ **Academic Match:** Where do you meet admission requirements?
  - ✓ **Cost of Choice Match:** Where can you complete your degree with the least amount of debt?
  - ✓ **Social and Emotional Match:** Big or small? Home or away?
  - ✓ **Retention Match:** Which campus has the most success with students like you?



# OBJECTIVES

- Increase the academic awareness and performance, including ACT, dual enrollment, advanced placement, in preparation for postsecondary education for LFOS students
- Increase the high school graduation rate and participation in postsecondary education for LFOS students
- Increase LOSFA students' and their families' awareness of postsecondary education options, preparation, and financing, including FAFSA completion.
- Enhance students' academic preparation, leadership skills and career awareness
- Provide meaningful financial advice and aid to all LFOS students
- Provide additional academic support to students who are challenged by more rigorous coursework
- Leverage LFOS monies in a manner that increases reform opportunities at each school
- Provide information networks which ensure continuous access to accurate information regarding postsecondary education opportunities and career options



# OSSC ROLES & RESPONSIBILITIES

- Monitor/document budgetary expenditures for allocated LFOS funds and oversee the dissemination of invoices and receipts to the district for reimbursement
- Quarterly Reporting via JotForm
- Assist with gathering and documentation of student, parent, and teacher data necessary for monthly reporting of activities and evaluation, including special data required for the Annual Performance Report
- Build widespread cohort participation and awareness of LFOS initiatives
- Conform to the LFOS calendar of associated events/activities
- Facilitate planning/implementation of LFOS Standard and Special Initiatives, including the collection and analysis of information for LFOS sub-grant Final Reports

# QUESTIONS

# Standard Initiatives

# STANDARD INITIATIVES

- **College Kick-Off:** The OSSC is expected to facilitate student assembly at the LFOS College Kick-Off event. **This event requires one class period with the senior class and can be a part of a regular senior class meeting or football pep-rally.**

# STANDARD INITIATIVES

- **TOPS Check/Retention Workshop:** The OSSC is expected to facilitate student (and parents as applicable) attendance at this workshop. **This event requires small group meetings with students lasting 20-30 minutes and can be a part of the scheduled counselor semester meeting.**

# STANDARD INITIATIVES

- **Louisiana College Application Month (LCAM):** The OSSC is expected to facilitate student (parent as applicable) participation including access to a computer lab facility. The OSSC is expected to accommodate college, university and business and industry representatives who volunteer at their school to assist students with completing their applications. **This event requires an average of 45 minutes for students to complete their application, and can take place during class periods that are aligned to initiative goals/objectives.**

# STANDARD INITIATIVES

- **LOSFA F.L.Y. Tour:** The OSSC is expected to facilitate student (and parent as applicable) participation, including travel to and from the event, and appropriate meals/snacks. **This event requires a minimum of 4 hours, including travel time to a regional postsecondary institution hosting the event and can count as an allowed senior campus visit.**



# STANDARD INITIATIVES

- **College Goal Sunday/FAFSA Completion Workshop:**  
The OSSC is expected to facilitate student (parent as applicable) participation, including travel to and from the event, and appropriate meals/snacks. **This event requires a minimum of 4 hours, including travel time to a regional postsecondary institution hosting the event. The event can also be scheduled at the participating high school to eliminate travel time. The off-site events are not during school time.**

# STANDARD INITIATIVES

- **LOSFA Leadership Summit:** The OSSC is expected to facilitate student (and parent as applicable) participation, including travel to and from the event, and appropriate meals/snacks. Only a limited number of students can attend the event, usually four-six from each school. **This event is a conference and requires a two-night hotel stay.**

# STANDARD INITIATIVES

- **Louisiana College Acceptance/Award Recognition Day:** The OSSC is expected to facilitate a student assembly. **This event requires one class period with the senior class and can be a part of regularly scheduled awards ceremonies.**

# STANDARD INITIATIVES

- **Signal Vine:** The OSSC is expected to inform students and parents of the availability of receiving text messages from LOSFA regarding important information about scholarships and other college access initiatives.

# STANDARD INITIATIVES

- **Mentoring/Coaching:** The OSSC is expected to refer students for mentoring/coaching by LOSFA using the referral form. The LOSFA Comprehensive Mentoring Referral Form can be found at:  
<http://www.jotformpro.com/form/52105197080954>

# QUESTIONS

# Special Initiatives



# SPECIAL INITIATIVES

- ACT Prep
- Advanced Placement/International Baccalaureate (AP/IB)
- Campus Field Trips
- Dual Enrollment\*
- Positive Behavior Support (PBS)
- Tutoring/Course Credit Recovery

# QUESTIONS

# 2015-16 OVERVIEW

- Simplified reporting procedures
- Greater support and presence in schools
- Use of sub-grant funding for student success and results
- Spring Leadership Summit

# TRAILBLAZERS AND STATE OFFICER ENGAGEMENT

- LOSFA Trailblazers will be selected in Spring 2016
- Trailblazers will set goals, provide reports, and support LFOS initiatives
- Trailblazers State Officers are selected among existing members
- Will work with Program Coordinators

# TRAILBLAZERS AND STATE OFFICER ENGAGEMENT

- Trailblazers in your area

Trailblazer Name	Service Type	School	Parish
<b>Bri'anna Dunn</b>	I	East Feliciana High	East Feliciana
<b>Shanterria Ringo</b>	I	Glen Oaks High	East Baton Rouge
<b>Tang'Jermeka Londo</b>	I	Jeanerette High	Iberia
<b>Keily Joseph</b>	C	New Iberia Senior High	Iberia
<b>Brittney Durant</b>	C	Pineville High	Rapides
<b>A'leemiuna Clark</b>	I	Red River High	Red River
<b>Logan Yelverton</b>	C	Terrebonne High	Terrebonne
<b>Kennedy Ross</b>	I	Wossman High	Ouachita

- Contact Timenee Thomas at [timenee.thomas@la.gov](mailto:timenee.thomas@la.gov) if you have other questions regarding Trailblazers.

# SIMPLIFIED REPORTING

- Quarterly OSSCs are expected to report via JotForm

## **-Standard Initiatives:**

<http://form.jotformpro.com/form/42404493796968>

## **-Special Initiatives:**

<http://form.jotformpro.com/form/42396835721966>

## **-Other Initiatives:**

<http://form.jotformpro.com/form/42604884249967>

# 2015-16 LOSFA Report for Standard Initiatives



Name Of School \*

On Site School Coordinator \*

Standard Initiative \*

Quarter \*

Date of Event \*

 -  - 

Month Day Year



Event Time \*

 :  AM until  :  PM

Hour Minutes Hour Minutes

Prep Time

 :  AM until  :  PM

Hour Minutes Hour Minutes

Description of  
Event: \*



**Number of students engaged in activity \***

ex: 23

**Number of parents engaged in activity \***

ex: 23

**Number of teachers  
and/or  
administrators  
engaged in activity \***

ex: 23

**Deliverables \***

Browse...

No file selected.

**Deliverables**

Browse...

No file selected.

**Deliverables**

Browse...

No file selected.

LOSFA USE ONLY Reviewed for Allowability

LOSFA Program Coordinator

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# STEPS TO SIMPLIFIED REPORTING

- Click on link, complete form, give description/ reaction
- Scan & upload, sign in sheets, photographs (PDF, JPEG, Excel, etc.)
- Send sign in sheets, etc. via fax, mail, etc., if file is too big to scan.

# REPORTING SCHEDULE

- The OSSC is responsible for monitoring and documenting all budgetary expenditures using LFOS funds. **Quarterly reporting includes reporting/documenting all LFOS activities, including contract expenditures taking place at the school level.**
- **Quarterly Reporting Schedule**

Quarter	Reporting Period	Due No Later Than This Date
1 <sup>st</sup> Quarter	August 11 through Oct. 31	Friday, Nov. 6, 2016
2 <sup>nd</sup> Quarter	Nov. 1 through Jan. 5	Friday, Jan. 8, 2016
3 <sup>rd</sup> Quarter	Jan. 6 through March 31	Friday, April 8, 2016
4 <sup>th</sup> Quarter	April 1 through May 15	Friday, May 20 2016

# STIPENDS

- On-Site School Coordinators are eligible to receive stipends quarterly as follows:

August 1 - October 31	1 <sup>st</sup> Quarter
November 1 – January 5	2 <sup>nd</sup> Quarter
January 1 - March 31	3 <sup>rd</sup> Quarter
April 1 - May 15	4 <sup>th</sup> Quarter

- Stipend Schedule**

School Size	Quarterly Stipend Amount
≤50 seniors	\$275 (plus fringe)
51-100 seniors	\$300 (plus fringe)
100-200 seniors	\$325 (plus fringe)
200+ seniors	\$375 (plus fringe)

# STIPENDS CON'T

- Reimbursement is related to the roles and responsibilities of OSSCs as evidenced by reporting . The stipend rate has changed this year according to the chart found on page 6 of the OSSC Manuel.
- Supporting documentation such as activity sign-in sheets, digital photos, agendas, and other forms of documentation intended to verify and enhance activity reports will be submitted to assigned LFOS Program Coordinator.
- OSSCs will not be approved for a stipend until and unless quarterly reports are turned in within certain dates at the end of each Quarter. These dates are listed on page 7 of the OSSC manual.

# QUESTIONS

# THE PRE- APPROVAL PROCESS



# PURCHASING GUIDELINES

- All LFOS purchases must be approved in accordance with your LFOS Sub-grant and relate directly to a LFOS activity or service. Please be sure that the cost directly relates to the initiatives set forth in your district agreement and in the OSSC manual, and that the expenditure has been approved by your LFOS Program Coordinator.
- The first step in determining your allowable costs is to apply a judgment process that ensures that the proposed cost meets a basic allowability test. In this process, an allowable cost must be:
  - Necessary to implement the program
  - Reasonable, in that a prudent person would determine that the cost is appropriate
  - Allocable to the objectives of the program
  - Compliant with the federal administrative regulations that govern the program

# FERPA FORMS

- In the LFOS program, any student who is receiving these services must complete a FERPA form.
- **Guidelines for FERPA forms:**
  - Once your expenditure form is complete and approved by us, then initiative material can be ordered.
  - You will need to send the FERPA release forms home with the students as soon as possible to be completed and returned so that we can have access to their data as indicated in the manual. (All of the FERPA's do not have to be completed in our office before you order the ACT Prep materials, but these forms must be complete and submitted into our office before implementation).
  - Any student who is receiving these services must complete a FERPA form.

# FERPA FORMS CON'T

## FERPA CONSENT TO RELEASE MY CHILD'S EDUCATIONAL RECORDS

The Federal Family Educational Rights and Privacy Act (FERPA) provides certain rights to parents of students under 18 years old concerning the privacy of, and access to, the child's personally identifiable information, including Educational Records. Except as otherwise permitted by law, no educational agency may disclose any personally identifiable information contained in your child's files without your signed and written consent unless a specific exception is provided in FERPA. If you want/will allow an educational agency to disclose your student's information to another person, you must complete, date, and sign this form and return it to the address below.

### YOU MUST COMPLETE THE FOLLOWING INFORMATION (please print or type):

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School Name: \_\_\_\_\_

Your name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone#: \_\_\_\_\_ Cell Phone#: \_\_\_\_\_

Work Phone#: \_\_\_\_\_ Email Address: \_\_\_\_\_

### AUTHORIZATION TO RELEASE INFORMATION

I, \_\_\_\_\_, HEREBY AUTHORIZE MY CHILD'S SCHOOL, SCHOOL DISTRICT, AND THE LOUISIANA DEPARTMENT OF EDUCATION TO RELEASE ANY AND ALL OF MY CHILD'S DEMOGRAPHIC AND ACADEMIC DATA, INCLUDING NAME, DATE OF BIRTH, SOCIAL SECURITY NUMBER, FREE/REDUCED LUNCH STATUS, GRADE LEVEL, GENDER, ETHNICITY, DISCIPLINE AND ATTENDANCE INFORMATION, GRADE POINT AVERAGE, STANDARDIZED TEST SCORES, AND COURSE ENROLLMENT TO THE LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE (LOSFA) FOR ANY PURPOSE RELATED TO LOSFA'S FIELD SERVICES OUTREACH AGREEMENT WITH MY CHILD'S SCHOOL DISTRICT. I UNDERSTAND THAT MY CHILD'S NAME WILL NOT BE PUBLISHED IN ANY REPORT; HIS/HER DATA WILL BE AGGREGATED FOR REPORTING PURPOSES.

I acknowledge by my signature below that although I am not required to release any of my child's Educational Records, I am giving consent to release my child's personal information as indicated above to LOSFA. I understand that this consent will remain in effect until and unless I revoke such consent in writing and the revocation is received by the Louisiana Office of Student Financial Assistance.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**RETURN** the completed form to:

(Appropriate on-site school coordinator at the student's school. The OSSC will then mail the forms to us.)

**DO NOT EMAIL this form to the Louisiana Department of Education. Your EMAIL can be hacked by third parties.**

# PRE- APPROVAL FORMS

## LOSFA Expenditure Pre-Approval Form

Louisiana Office of Student Financial Assistance

2015-16

### LOSFA Expenditure Pre-Approval Form

Use this form to obtain LOSFA program approval for the purchase of program-related materials as budgeted in each school's contract. Each form must be accompanied by a preliminary invoice or individually itemized list of expenses.

Contract #: \_\_\_\_\_ Requested by \_\_\_\_\_  
(Name of school district)

Proposed Date of Purchase: \_\_\_\_\_

School Name: \_\_\_\_\_ Principal: \_\_\_\_\_

District: \_\_\_\_\_ District Contact: \_\_\_\_\_

LOSFA On-Site School Coordinator: \_\_\_\_\_ School Phone: \_\_\_\_\_

Select **ONE** initiative per form.

#### Standard:

- ☐ College Kick-off ☐ RLY Tour ☐ College Acceptance Day  
☐ La College Application Month ☐ TOPS Retention/Check  
☐ FAFSA Workshop/College Goal Sunday ☐ Leadership Summit

#### Special:

- ☐ ACT Prep ☐ Advanced Placement/Intl. Baccalaureate  
☐ Campus Field Trips ☐ Dual Enrollment ☐ PBIS  
☐ Tutoring ☐ Course Credit Recovery

Current District Balance	\$
This Expenditure Amount -	\$
New District Balance	\$

**Vendor Information:** Additional vendors may be included on an attachment.

Vendor Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Vendor Contact Person: \_\_\_\_\_

Vendor Email Address: \_\_\_\_\_

Number of attached pages: \_\_\_\_\_

Preliminary Invoice Total: \$ \_\_\_\_\_

Attach an itemized invoice or list that shows each proposed purchase, the cost and a subtotal that includes shipping, handling, and/or sales tax. Requests without itemized lists will not be reviewed.

#### **Deliverables for Tutoring and Course Credit Recovery (Special Initiative)**

- Test scores/grades prior to and after receiving the tutoring and/or credit recovery intervention
- Number of students attempting and successfully completing credit recovery courses
- Documented usage of technology/software through students sign-in/out sheets and activity reporting
- Student demographics (gender, grade level, race/ethnicity) merged with course grade data file.

Deliverables for this initiative will be delivered to LOSFA on or before: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please indicate the individual(s) who will collect and submit deliverables for this initiative: \_\_\_\_\_

#### **Deliverables for College Acceptance/Award Recognition Day (Standard Initiative)**

- Data files listing student names, colleges applied and colleges accepted to
- Award Ceremony Program
- Digital photo and caption

Deliverables for this initiative will be delivered to LOSFA on or before: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please indicate the individual(s) who will collect and submit deliverables for this initiative: \_\_\_\_\_

#### **Deliverables for Dual Enrollment (DE) and Advanced Placement International Baccalaureate AP/IB (Special Initiative)**

- Total # AP/IB or DE Courses offered in previous and current semester
- End of AP/IB or DE course grades
- Student Demographics (gender, grade level, race/ethnicity) merged with course grade data file

Deliverables for this initiative will be delivered to LOSFA on or before: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please indicate the individual(s) who will collect and submit deliverables for this initiative: \_\_\_\_\_

# PRE- APPROVAL FORMS CON'T

## LOSFA Field Trip Approval Form

Louisiana Office of Student Financial Assistance  
Field Outreach Services

2015-16

### Field Trip Approval

In order to be reimbursed, field trips must be pre-approved. Please submit this form **thirty calendar days** ahead of the scheduled trip. Note that expenditure approval requests must be submitted in addition to this form when outside vendors will be used. Meals for field trips must be approved by the LOSFA Outreach Director and must not exceed \$8.00 per person in total cost.

Contract #: \_\_\_\_\_ Requested by \_\_\_\_\_  
(Name of school)

#### School Information:

On-Site School Coordinator: \_\_\_\_\_ Principal: \_\_\_\_\_

District: \_\_\_\_\_ District Contact: \_\_\_\_\_

School Phone: \_\_\_\_\_

#### Participation Information:

Field trip leader and title: \_\_\_\_\_

Number of students attending: \_\_\_\_\_

Number of parents attending: \_\_\_\_\_

Number of teachers attending: \_\_\_\_\_

Student selection criteria: \_\_\_\_\_

#### Destination Overview:

Destination: \_\_\_\_\_ Date of trip: \_\_\_\_\_

Destination contact person and phone number: \_\_\_\_\_

#### Goals and Objectives:

- Increase the academic performance and preparation for postsecondary education (national)
- Enhance students' academic preparation, leadership skills and career awareness (state)
- Provide meaningful financial advice and aid to all LA GEAR UP students

Louisiana Office of Student Financial Assistance  
Field Outreach Services

2015-16

Pre-trip Activities	Trip Activities	Post-trip Assessment and Follow-Up
Pre-trip survey (if applicable)	Visit financial aid office	Post-trip survey (if applicable)
	Visit admissions office	Sign-in sheet(s) (actual)
		Digital photos with captions
A draft itinerary may be attached to this form and submitted as additional documentation. Activities and Assessment should align with the Goals and Objectives listed above.		

#### Estimated Field Trip Costs:

Transportation: \_\_\_\_\_ Program/admission: \_\_\_\_\_

Sub-pay: \_\_\_\_\_ Meals/Snacks: \_\_\_\_\_

Other: \_\_\_\_\_ Total: \_\_\_\_\_

By signing below, I understand that this expenditure request is not fully authorized until signed by both the LOSFA Field Outreach Director and the LOSFA Program Coordinator for the school requesting this approval.

#### Signatures for Approval:

(Principal) \_\_\_\_\_ (Date) \_\_\_\_\_

(District Representative) \_\_\_\_\_ (Date) \_\_\_\_\_

LOSFA Use Only  
Reviewed for allowance.  
LOSFA Program Coordinator

Date: \_\_\_\_\_

Reviewed and Approved.  
LOSFA Outreach Director

Date: \_\_\_\_\_

Obtain all signatures before submitting this form to LOSFA for approval.

# SIGN-IN SHEETS

## College Kick-off

## Louisiana College Application Month



Louisiana Office of Student Financial  
Assistance Field Outreach Services (LFOS)

### LFOS Activity Report Student Sign-in Sheet

School Name: \_\_\_\_\_  
LFOS On-Site School Coordinator: \_\_\_\_\_  
Title of Activity: LOSFA College Kick-off  
Date of Activity: \_\_\_\_\_

Name of Student (Print Clearly)	Grade Level of Student
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____



Louisiana Office of Student Financial  
Assistance Field Outreach Services (LFOS)

### LFOS Activity Report Student Sign-in Sheet

School Name: \_\_\_\_\_  
LFOS On-Site School Coordinator: \_\_\_\_\_  
Title of Activity: Louisiana College Application Month (LCAM)  
Date of Activity: \_\_\_\_\_

Name of Student:	College(s) Applied to:	Total # of Colleges Applied to:
1. _____	1. _____ 2. _____ 3. _____	_____
2. _____	1. _____ 2. _____ 3. _____	_____
3. _____	1. _____ 2. _____ 3. _____	_____
4. _____	1. _____ 2. _____ 3. _____	_____
5. _____	1. _____ 2. _____ 3. _____	_____



# SIGN-IN SHEETS CON'T

## Student Sign-In Sheet



Louisiana Office of Student Financial  
Assistance Field Outreach Services (LFOS)

### LFOS Activity Report Student Sign-in Sheet

School Name: \_\_\_\_\_  
LFOS On-Site School Coordinator: \_\_\_\_\_  
Title of Activity: \_\_\_\_\_  
Date of Activity: \_\_\_\_\_

Name of Student (Print Clearly)	Grade Level of Student
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____

## Signal Vine Sign-up Sheet

### Signal Vine Text Messaging Sign-up Sheet

By providing your cell phone number, you agree to receive text-based communication on your mobile phone from the Louisiana Office of Student Financial Assistance (LOSFA), LFOS, and our university partners. Your information will be kept confidential and will not be shared with institutions other than those to which you have indicated interest. Standard text-messaging rates apply and you are responsible for any costs incurred in receiving texts. You may also opt-out at any time by replying to any text sent.

School Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Cell Phone Number: (     ) \_\_\_\_\_ - \_\_\_\_\_

By providing your cell phone number, you agree to receive text-based communication on your mobile phone from the Louisiana Office of Student Financial Assistance (LOSFA), LFOS, and our university partners. Your information will be kept confidential and will not be shared with institutions other than those to which you have indicated interest. Standard text-messaging rates apply and you are responsible for any costs incurred in receiving texts. You may also opt-out at any time by replying to any text sent.

School Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Cell Phone Number: (     ) \_\_\_\_\_ - \_\_\_\_\_

By providing your cell phone number, you agree to receive text-based communication on your mobile phone from the Louisiana Office of Student Financial Assistance (LOSFA), LFOS, and our university partners. Your information will be kept confidential and will not be shared with institutions other than those to which you have indicated interest. Standard text-messaging rates apply and you are responsible for any costs incurred in receiving texts. You may also opt-out at any time by replying to any text sent.

School Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Cell Phone Number: (     ) \_\_\_\_\_ - \_\_\_\_\_



# INVOICES

- Reimbursement requests (invoices)-submitted on district letter head
- Roll-up sheet- is required for all invoices
- Summary of Expenditure cover sheet is required for each school
- Expenditures must adhere to the following:
  - Matched to the project budget
  - Purchased within the contract dates
  - Aligned within the correct billing period

# INVOICES CON'T

## Roll-up Sheet Example

### LOSFA FIELD OUTREACH SERVICES

School District/Parish:	LFOS PARISH	LFOS High #1	\$	5,000.00
Project Name:	2015-2016 LFOS	LFOS High #2	\$	6,000.00
District Contact:	JOHN DOE, 225-999-9999		\$	11,000.00
Contract Dates:	August 11, 2015- June 30, 2016			

	LFOS HIGH #1	LFOS HIGH #2	DISTRICT TOTAL
<b>INVOICE 1</b>			
School District Contract Funding	\$ 5,000.00	\$ 6,000.00	\$ 11,000.00
<b>A. Key Personnel</b>			
On Site School Coordinator (Quarterly)	\$ 275.00	\$ 275.00	\$ 10,450.00
			\$ 10,450.00
<b>B. Fringe</b>			
Fringe (Quarterly)	\$ 115.50	\$ 115.50	\$ 10,219.00
			\$ 10,219.00
<b>C. Contracts</b>			
Contracts			\$ 10,219.00
			\$ 10,219.00
<b>D. Field Trips &amp; Travel</b>			
Campus Field Trips			\$ 10,219.00
Leadership Summit			\$ 10,219.00
			\$ 10,219.00
<b>E. Materials &amp; Supplies</b>			
Leadership Club			\$ 10,219.00
Paper & Postage			\$ 10,219.00
			\$ 10,219.00
<b>F. Standard Initiatives</b>			
College Acceptance/Award Recognition Day			\$ 10,219.00
College Goal Sunday/FAFSA Completion Wrkshp			\$ 10,219.00
LOSFA College Kick-off			\$ 10,219.00
LOSFA Fly Tour			\$ 10,219.00
Louisiana College Appl. Month (LCAM)			\$ 10,219.00
			\$ 10,219.00
<b>G. Special Initiatives</b>			
ACT Prep Support			\$ 10,219.00
Adv.Placement/International Baccalaureate(AP/IB)			\$ 10,219.00
Dual Enrollment			\$ 10,219.00
Positive Behavior Support (PBIS)			\$ 10,219.00
Tutoring/Course Credit Recovery			\$ 10,219.00
Other:			\$ 10,219.00
<b>TOTAL Remaining from Invoice 1</b>	\$ 4,609.50	\$ 5,609.50	

	LFOS HIGH #1	LFOS HIGH #2	DISTRICT TOTAL
<b>INVOICE 2</b>			
Invoice 1 Remaining Balance	\$ 4,609.50	\$ 5,609.50	\$ 10,219.00
<b>A. Key Personnel</b>			
On Site School Coordinator (Quarterly)	\$ 275.00	\$ 275.00	\$ 9,669.00
			\$ 9,669.00
<b>B. Fringe</b>			
Fringe (Quarterly)	\$ 115.50	\$ 115.50	\$ 9,438.00
			\$ 9,438.00
<b>C. Contracts</b>			
Contracts			\$ 9,438.00
			\$ 9,438.00
<b>D. Field Trips &amp; Travel</b>			
Campus Field Trips			\$ 9,438.00
Leadership Summit			\$ 9,438.00
			\$ 9,438.00
<b>E. Materials &amp; Supplies</b>			
Leadership Club			\$ 9,438.00
Paper & Postage			\$ 9,438.00
			\$ 9,438.00
<b>F. Standard Initiatives</b>			
College Acceptance/Award Recognition Day			\$ 9,438.00
College Goal Sunday/FAFSA Completion Wrkshp			\$ 9,438.00
LOSFA College Kick-off			\$ 9,438.00
LOSFA Fly Tour			\$ 9,438.00
Louisiana College Appl. Month (LCAM)			\$ 9,438.00
			\$ 9,438.00
<b>G. Special Initiatives</b>			
ACT Prep Support			\$ 9,438.00
Adv.Placement/International Baccalaureate(AP/IB)			\$ 9,438.00
Dual Enrollment			\$ 9,438.00
Positive Behavior Support (PBIS)			\$ 9,438.00
Tutoring/Course Credit Recovery			\$ 9,438.00
Other:			\$ 9,438.00
<b>TOTAL Remaining from Invoice 2</b>	\$ 4,219.00	\$ 5,219.00	

# INVOICES CON'T

## Summary of Expenditure Cover Sheet – Example 1

### LOSFA High #1 Summary of Expenditures

#### A. On site School Coordinator - Total \$275.00

- Stipend Albert Smith (2<sup>nd</sup> Quarter) \$275.00

#### B. Fringe – Total \$105.00

- Albert Smith (2<sup>nd</sup> Quarter) \$105.00

#### C. Contracts – Total \$0

- None

Notice both receipts on the right equal to \$487.00 and is labeled Da1 & Da2.

#### D. Field Trip - \$687.00

- Bay Field Museum
  - a. Tickets and Food \$487.00
  - b. Take-Me-Away Bus service \$200.00

#### E. Materials & Supplies -\$580.00

- Office Depot \$580.00

#### F. Standard Initiatives – Total \$300.00

- Fly Tour Transportation \$300.00

#### G. Special Initiatives- Total \$1500.00

- Tutoring ACT
  - a. Charles Bates \$250.00
  - b. Amy Williams \$300.00
  - c. Dorothy Ann \$250.00
- ACT Prep Software License \$700.00

**Total Invoice \$3,447.00**

<b>Bay Field Museum</b>	
1230 Food Lane	
Baton Rouge, LA 70807	
(225) 100-4000	
Sequence# 0004895	
Date: 1/11/2015	
Time: 12:30pm	
<b>Tickets</b>	
32 Tickets	7.50
Subtotal	240.00
Tax	0.00
Total	<b>Da1</b> 240.00
Payment	240.00
Change Due	0.00
Thank You	

<b>Sony's</b>	
1234 BBQ Blvd	
Baton Rouge, LA 70810	
(225) 123-4567	
Sequence# 0001256	
Date: 1/11/2015	
Time: 11:30am	
Order # 55	
<b>DINE IN</b>	
32 Chicken Combo	6.99
Subtotal	223.68
Tax	23.32
Total	<b>Da2</b> 247.00
Payment	250.00
Change Due	3.00
Thanks for Choosing Sony's BBQ	

# INVOICES CON'T

## Summary of Expenditure Cover Sheet - Example 2

### LOSFA High #1 Summary of Expenditures

#### A. On site School Coordinator - Total \$275.00

- Stipend Albert Smith (2<sup>nd</sup> Quarter) \$275.00

#### B. Fringe – Total \$105.00

- Albert Smith (2<sup>nd</sup> Quarter) \$105.00

#### C. Contracts – Total \$0

- None

Notice the invoice on the right equals to \$200.00 and is labeled Db.

#### D. Field Trip - \$687.00

- Bay Field Museum
  - a. Tickets and Food \$487.00
  - b. Take-Me-Away Bus service **\$200.00**

#### E. Materials & Supplies - \$580.00

- Office Depot \$580.00

#### F. Standard Initiatives – Total \$300.00

- Fly Tour Transportation \$300.00

#### G. Special Initiatives- Total \$1500.00

- Tutoring ACT
  - a. Charles Bates \$250.00
  - b. Amy Williams \$300.00
  - c. Dorothy Ann \$250.00
- ACT Prep Software License \$700.00

**Total Invoice \$3,447.00**



**Take-Me-Away Bus Service**  
 1234 Field Trip Blvd  
 Baton Rouge, LA 70810  
 (225) 200-5000  
 www.takemeawaybus.com

Address
LFOS High School

Date	Invoice #
09/10/2015	1903

Sales Rep/Date	Deposit Amount
Latina Moore	Invoice Paid in Full

Trip Date	Service Info	Trip Information	# Coaches	Per Coach	Total Amount
11/1/2015	Invoice Sheet	Group Leader: Kim Coates # of Coaches: 1 Fax: 40  LFOS High is planning a field trip to LSU to attend their Fall College Day event on November 1, 2015. The event time is 9am - 2 pm. We need to pick up students from LFOS High school and drop them off at the school.	1	\$200.00	\$200.00
<b>Total</b>					<b>\$200.00</b>

Db

# INVOICE DOCUMENTATION

- All billed items (regardless of value) must be supported by appropriate documentation, which includes copies of:
  - Vendor invoices with **dates**
  - Receipts with **dates**
  - Ledger entries for district salaries and fringe benefits with **dates**
  - Travel reimbursement forms (both sides) with **dates**
  - Check copies with **dates**
  - Cash register receipts, etc. with **dates**

# REIMBURSEMENT REQUEST DEADLINES

Reimbursement Requests are due no later than the dates below, after the Quarter Ends:

- 1<sup>st</sup> Quarter November 6
- 2<sup>nd</sup> Quarter January 8
- 3<sup>rd</sup> Quarter April 8
- 4<sup>th</sup> Quarter May 20



# SPRING LEADERSHIP SUMMIT

- Leadership skills development
- Involve collegiate partners
- Complete applications and FAFSA
- Highlight successes
- Trailblazer State Officers
- College Speed Networking
- Rip the Career Runway



# IN THE NEAR FUTURE

- Updating LOSFA website:  
<http://www.osfa.la.gov/index.jsp>
- OSSC Manual
  - Reporting Specifications
  - Updated Forms
  - Calendar
- LCAM Resources
- Contracts Returned
- Update Deliverables
- Tax ID Numbers

# QUESTIONS